

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2012** Due Dates for All HRMS/Payroll Forms and Inputting

All payroll information must be inputted into the PeopleSoft payroll system by the dates listed below. Business units will have the deadline of 5:00 p.m. for the advanced payroll dates below and 12:00 Noon for the supplemental payroll dates below. (**Note:** The supplemental pay date is the 10th of the month. If the 10th falls on a Saturday, Sunday, or Holiday, the pay date is the preceding working day)

<u>MONTH</u>	<u>HOURS</u>	<u>ADVANCED</u> <u>(5 P.M.)</u>	<u>SUPPLEMENTAL</u> <u>(Noon)</u>
January	176	01/25/12	02/06/12
February	168	02/23/12	03/05/12
March	176	03/26/12	04/04/12
April	168	04/24/12	05/04/12
May	184	05/24/12	06/05/12
June	168	06/25/12	07/05/12
July	176	07/25/12	08/06/12
August	184	08/27/12	09/05/12
September	160	09/24/12	10/04/12
October	184	10/25/12	11/05/12
November	176	11/26/12	12/05/12
December	168	12/21/12	01/04/13